



Community Development **REQUEST FOR PROPOSAL**

OWNER: Mille Lacs of Ojibwe
43408 Oodena Drive
Onamia, MN 56359

PROJECT: BIA 105(1) Lease Fair Market Appraisals

DATE: June 12, 2024

TO: Appraisers

Please submit an itemized quotation for providing the following services.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Work Scope & General Conditions:

The Mille Lacs Band of Ojibwe, Community Development, is seeking proposals from qualified commercial appraisers experienced in the BIA 105(1) process. The work in general will include rent analysis and facility descriptions for twenty-five (25) properties in the Onamia, McGregor, Isle, Hinckley, Sandstone and Minneapolis areas as outlined on the attached exhibit A. The work must be compliant with the Bureau of Indian Affairs scope of work requirements included in the Documentation Checklist for Section 105(1) Lease Proposals.

This scope of work does not include the production of floor plans. If production of floor plans are required, they will be billed at an hourly rate. Please attached a fee schedule on an hourly basis for this additional work.

The final report must be delivered within 120 days following an executed contract.

Bidding Notes:

1. Your proposal should include the following:
 - a. Documented experience performing Fair Market Rent Appraisals under the 105(i) process
 - b. Signed and fully completed bid form. (REQUIRED)
 - c. Hourly fee schedule for additional work
 - d. New vendors should include a copy of a current MLB Vendor's License. (or copy of a submitted application)
 - e. Copy of an authorized signature sheet if one is not already on file with the Mille Lacs Band.
 - f. Copy of current certificate of insurance. (Optional, insurance can be verified after opening.)

All Proposals must be mailed and labeled as follows:

Mille Lacs Band of Ojibwe
Sealed Bid: 105 (1) Appraisals
PO Box 509
Onamia, MN 56359

Proposals are due in the PO Box by 3:00pm on July 10, 2024. A public bid opening will be held at 10:00 am on July 11, 2024 at the Mille Lacs Band Government Center.

****The Band reserves the right to reject any bid that it is unable to collect at the Onamia post office by the bid deadline date and time, provided that the Band has made diligent and reasonable efforts to collect the bid. The Band reserves this right even in the event that the bid has been postmarked before the deadline.**

****Please note that the bids submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your bid submittal. ****

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

Contacts:

Interested bidders shall contact Mike Moilanen by email at mike.moilanen@millelacsband.com to be included on the bidder's list in the event that any addendums are issued for this project.

Licensing:

1. Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Elizabeth Thornbloom at (320) 532-8274 or via email at ETHornbloom@grcasinos.com with questions regarding licensing and for the license application.
2. Contractors must possess a valid Minnesota Appraisal License.

COMMUNITY DEVELOPMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

BIDDING FORMS

Bidding Requirements and Contract Forms

**COMMUNITY DEVELOPMENT
PROJECT MANAGEMENT**

**FY 2024 BID FORM
REQUIRED FOR ALL BIDS**

FIRM NAME: _____

JOB/PROJECT: **BIA 105(I) Appraisals**

LUMP SUM PRICE:

(Total of 25 properties listed in appendix A below):

_____ \$ _____
(Written Value) (Dollar Amount)

ADDITIONAL WORK PRICE:

(List hourly rate for additional tasks such as production of floor plans):

_____ \$ _____
(Written Value) (Dollar Amount)

BID GUARANTEE PERIOD:

I agree to hold this bid open for a period of **60 days** after the bid opening. If this bid is accepted I agree to execute a Contract and/or a Purchase Order with the Mille Lacs Band of Ojibwe along with furnishing all required bonding (if required) and insurances.

ATTACHMENTS REQUIRED: Failure to provide any of these attachments will result in bid disqualification.

- o MLB BID FORM (MUST BE SIGNED)

NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FIRM NAME: _____ **TELEPHONE:** _____

ADDRESS: _____

EMAIL: _____